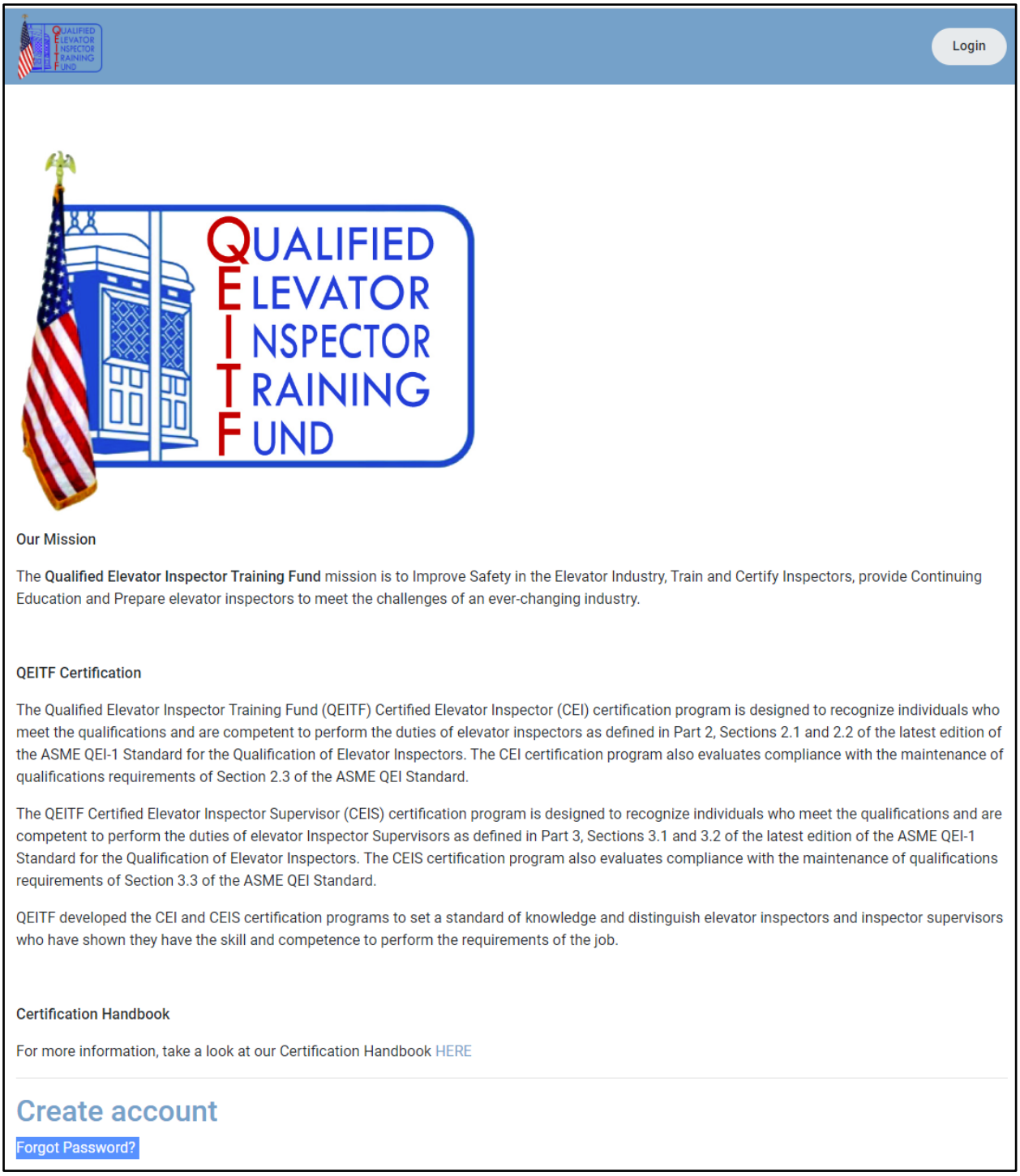
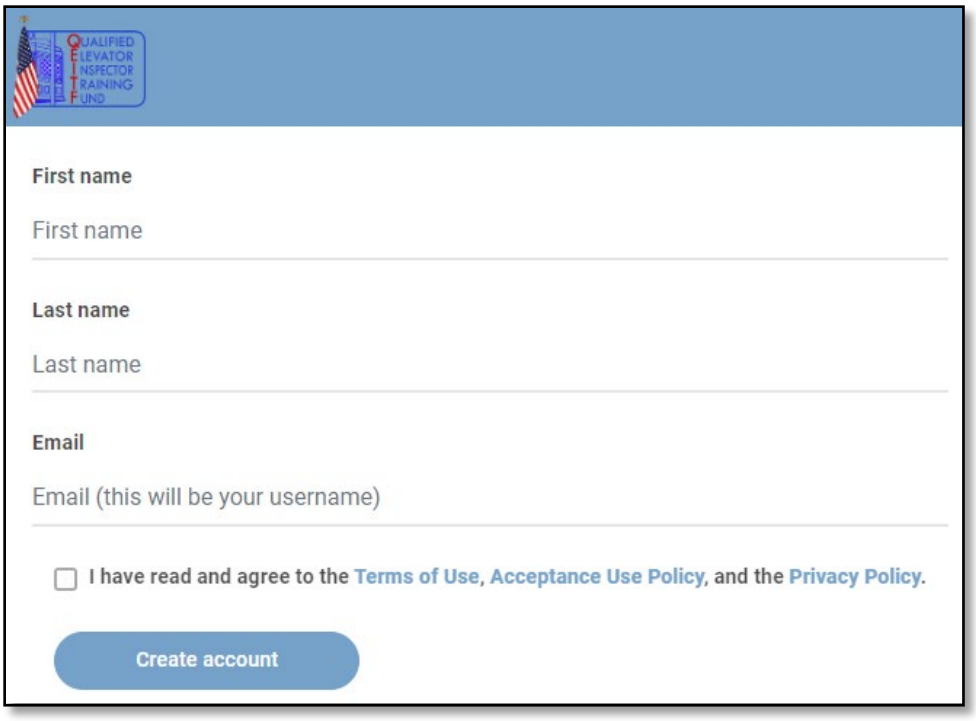
QEITF Applicant Guide

Applying

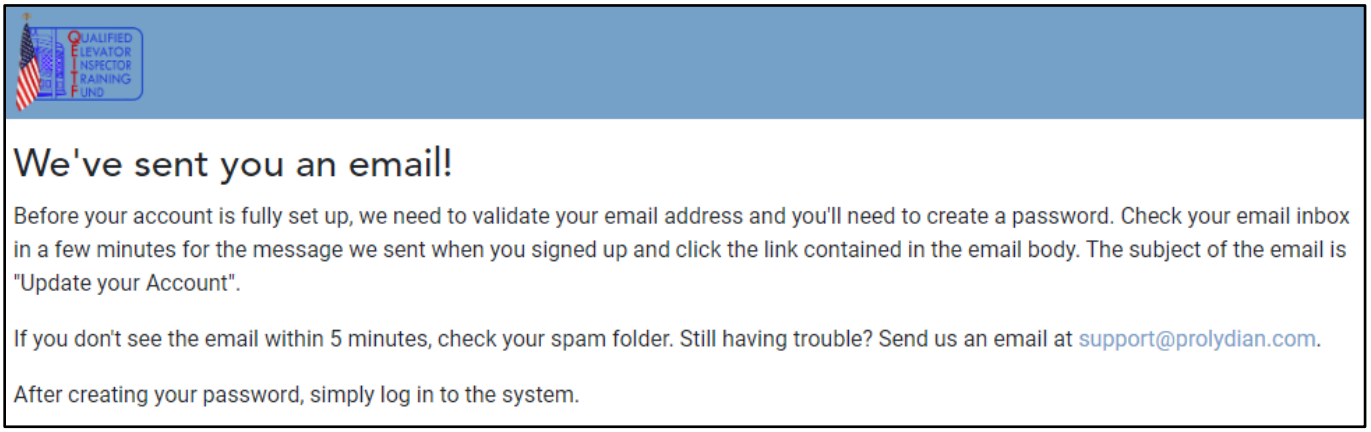
1. To create your account open https://inspectors.qeitf.org/ and click on "**Create account**"



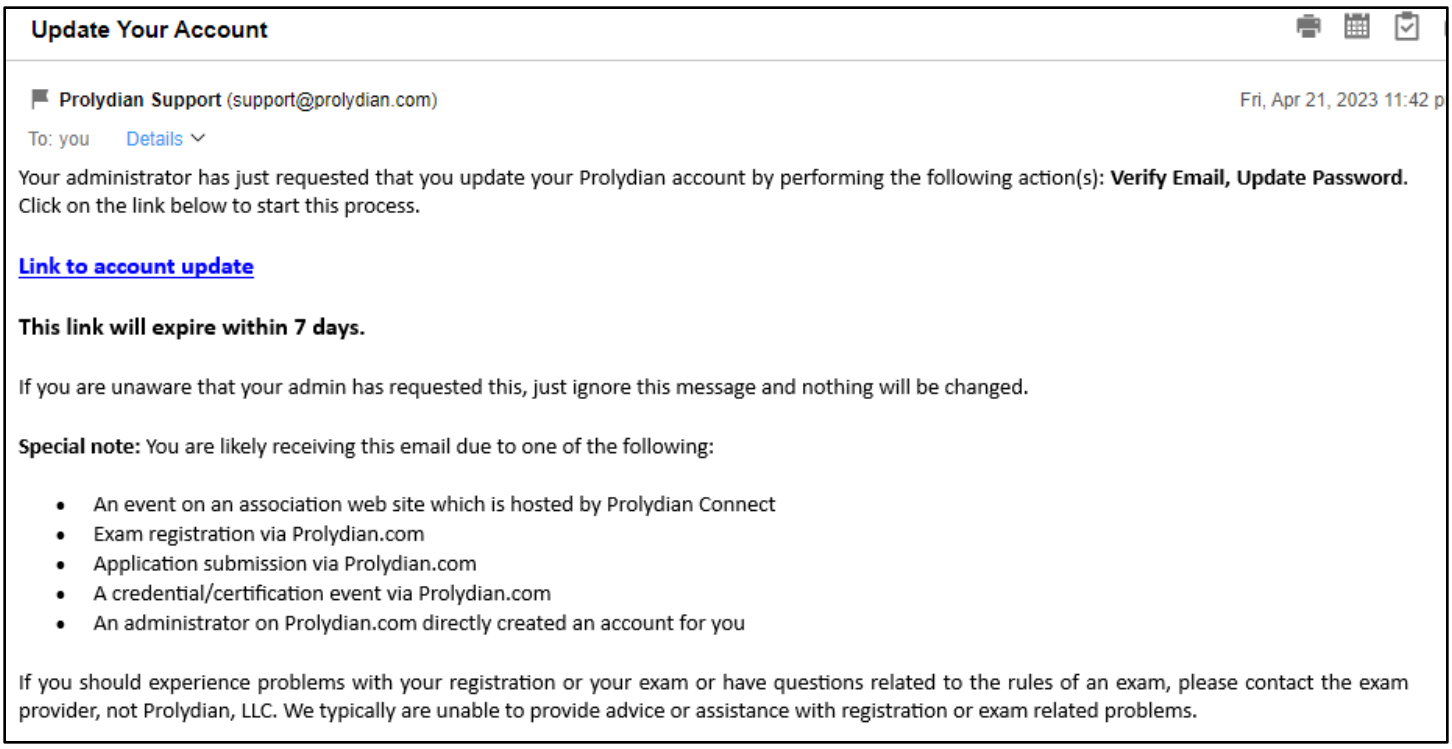
2. Enter your information and click the check box “**I have read and agree to Terms of Use……..**”



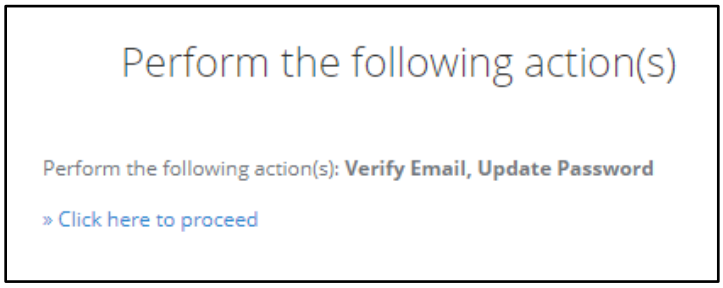
Now click the “**Create account**” button



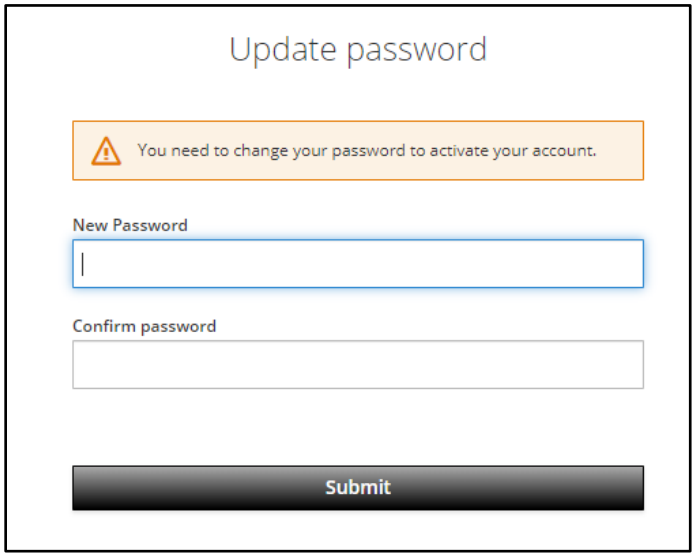
3. An email will be sent to the address you entered.



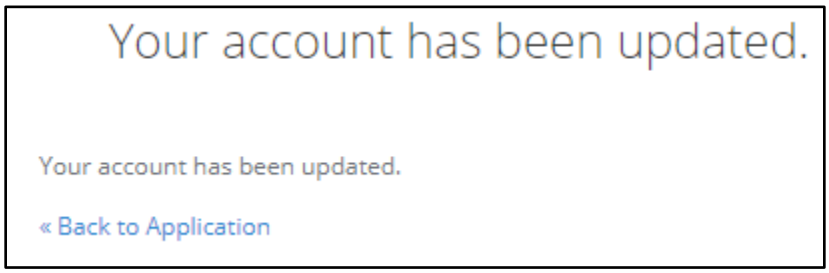
Click on "**Link to account update**"



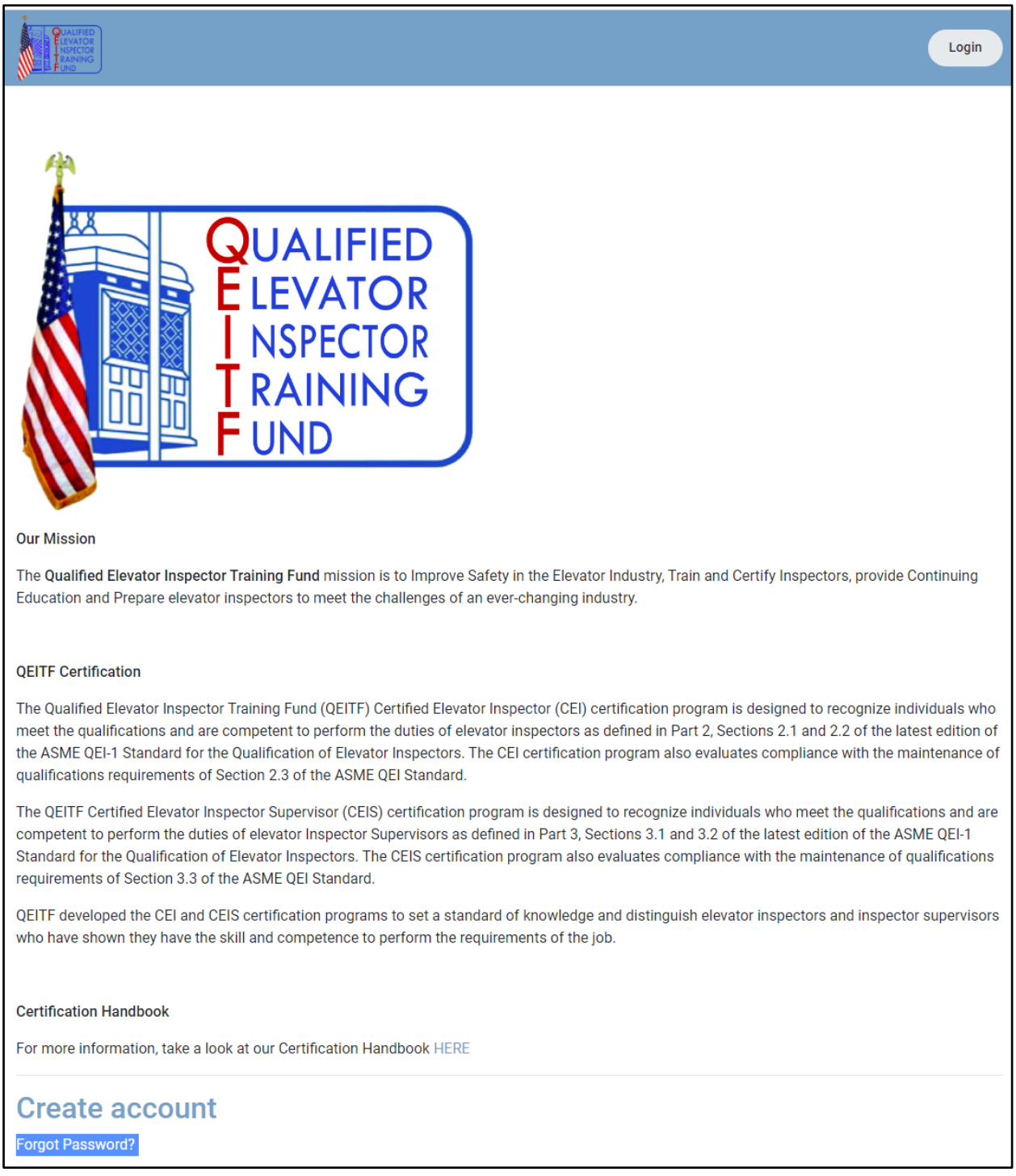
Click "**Click here to proceed**"



Enter your new password and hit "**Submit**"



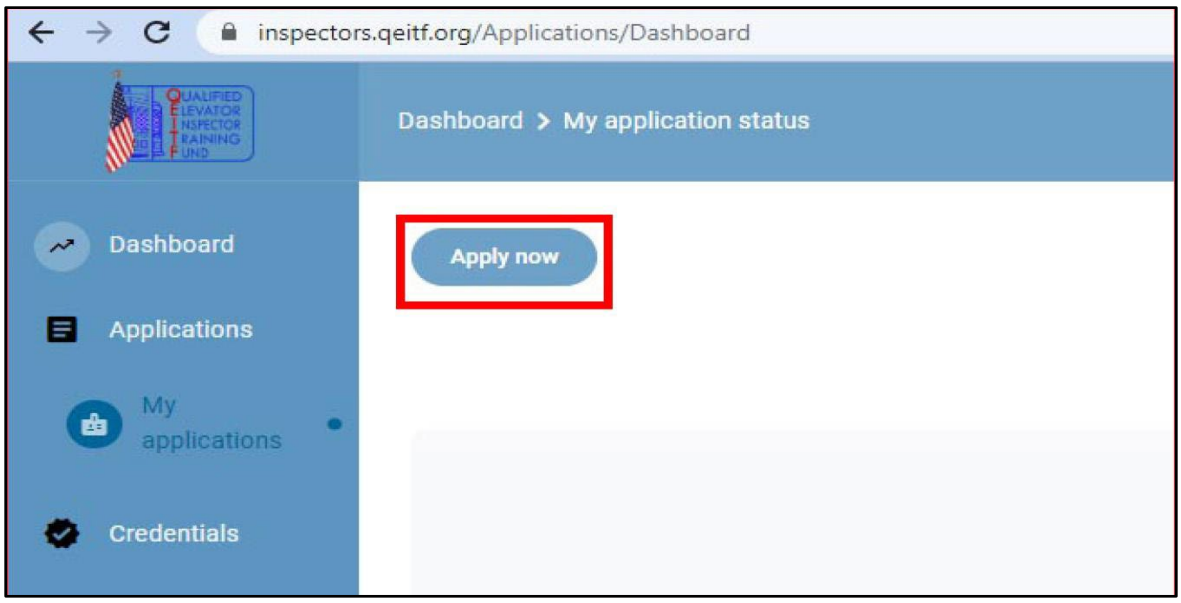
Click “**Back to Application**”



Click “**Login**” (top right hand corner of the screen)

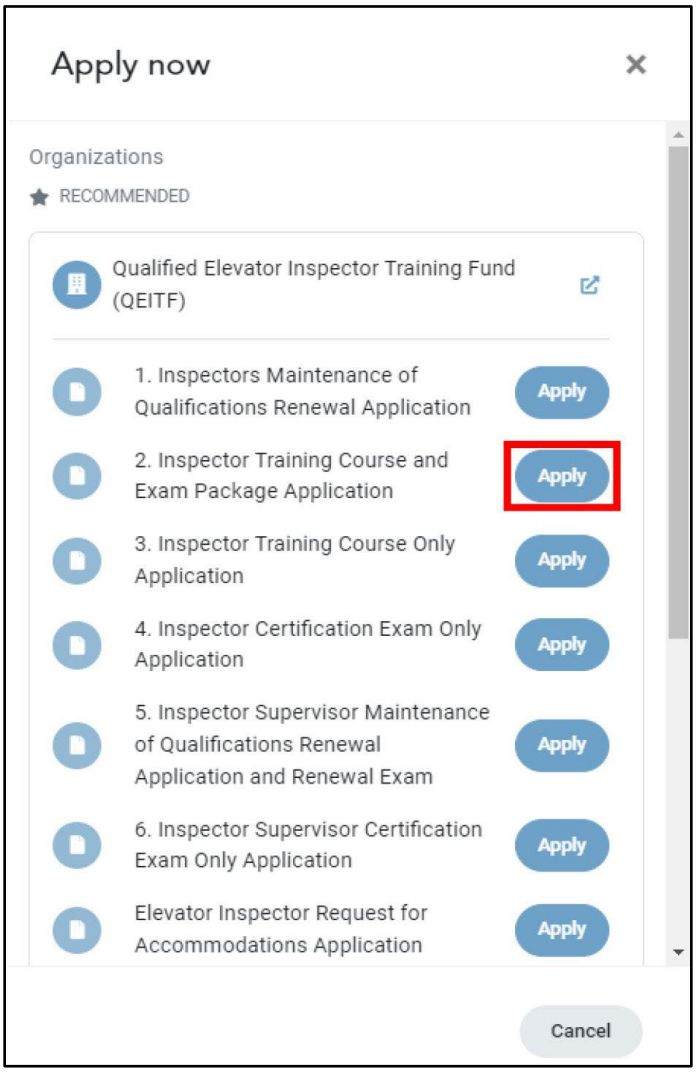
4. Login using the password you just created and your email as your user id.

5. Click on the blue "**Apply now**" button

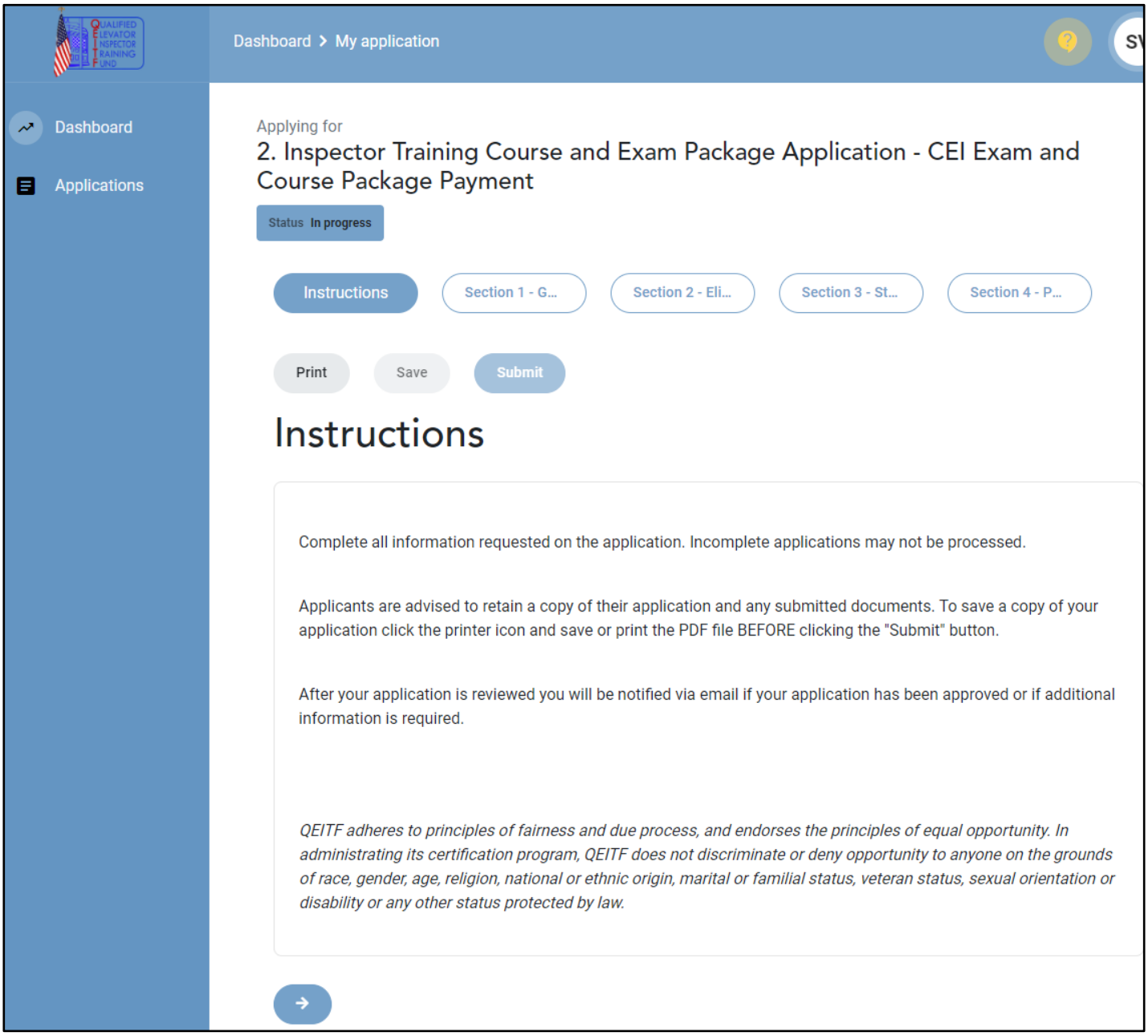


6. Click on the blue "**Apply**" button next to the appropriate application.

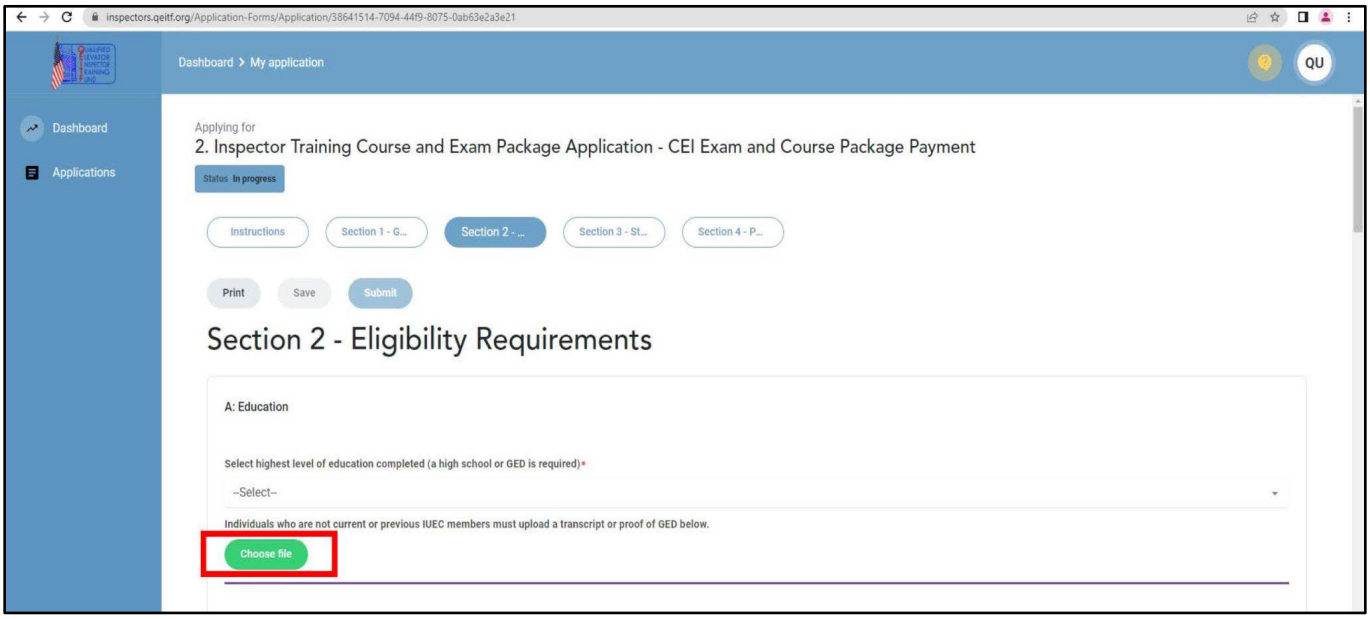
   NOTE - You may need to scroll down and/or wait for the list of applications to load in order to find the application you're looking for.



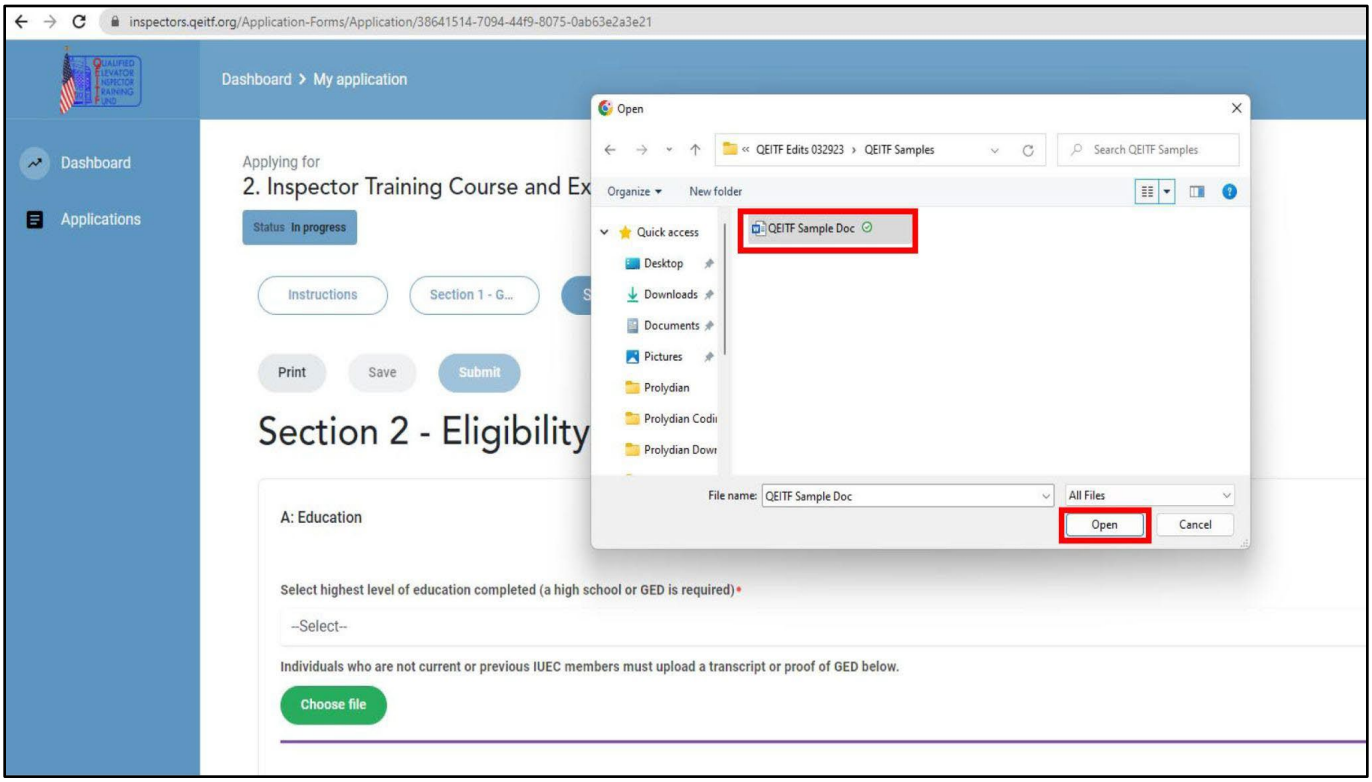
7. Fill out the application according to the instructions given. Use the blue arrow buttons at the bottom of the page to navigate to the next/previous page. Required fields will be marked with a red dot.



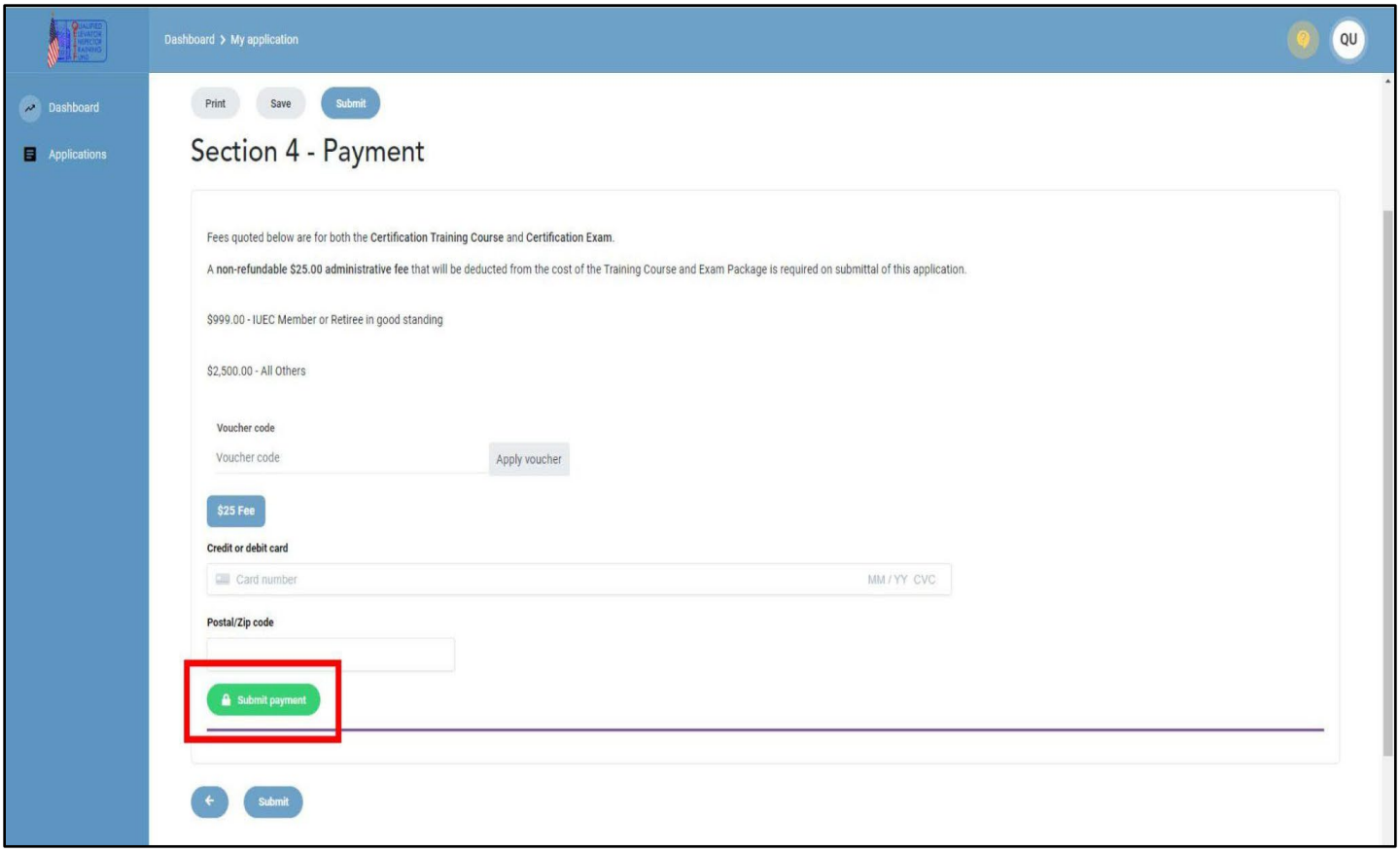
Some parts of the application may require you to upload a file. To upload a file, click on the green "**Choose file**" button.



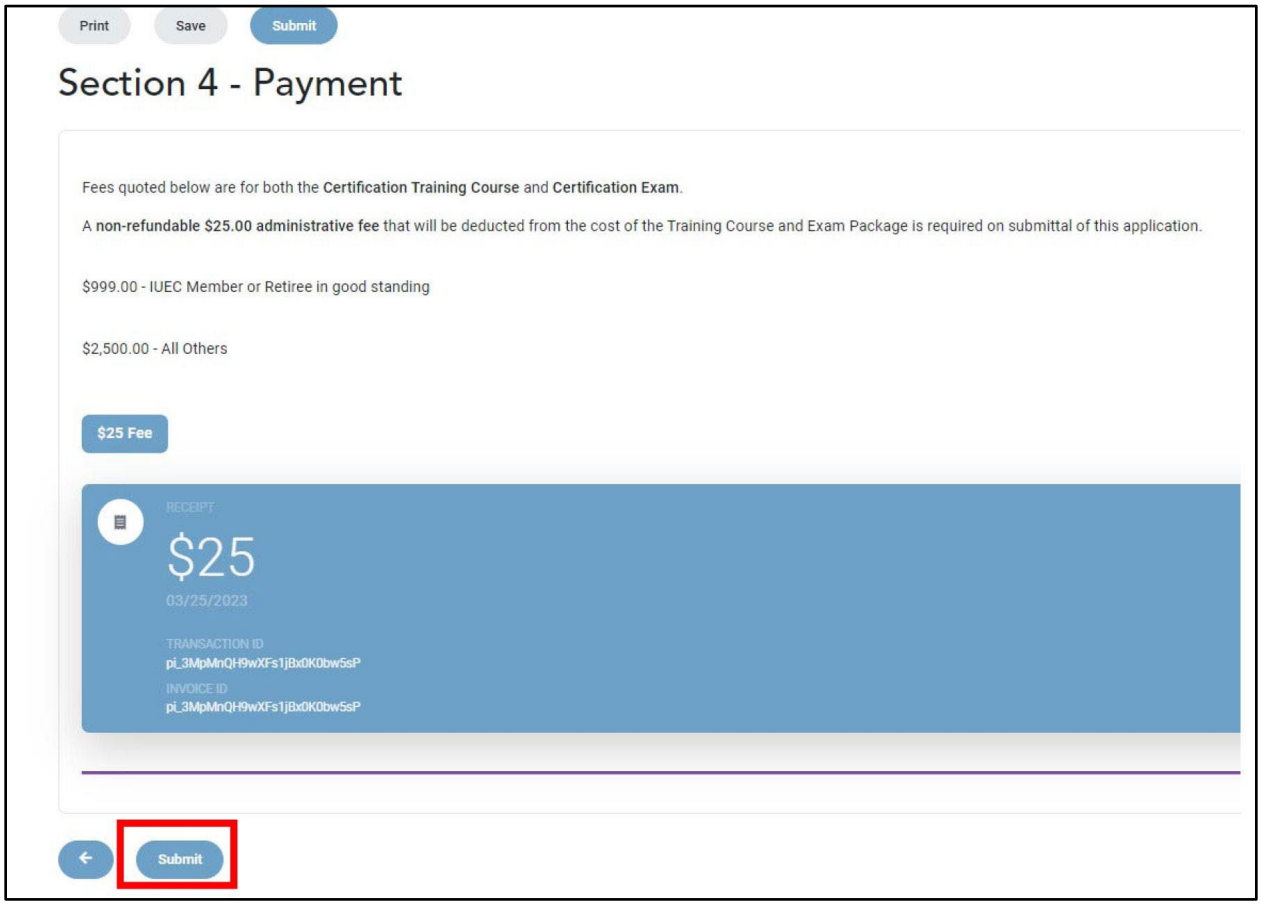
In the resulting window, find the file you want to upload and click on the "Open" button.



8. At the end of the application, you will be required to submit the application fee payment. Enter the credit card information and click on the green “Submit payment” button.

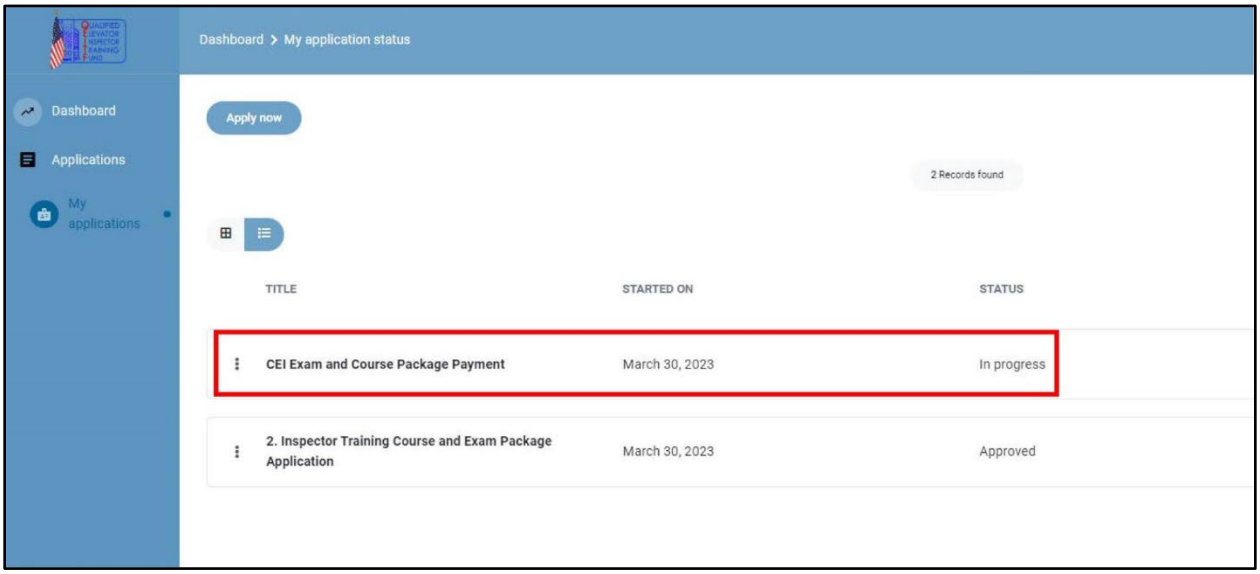


9. After the payment has been processed, a receipt and transaction ID will be displayed and you will be able to submit the application by clicking on the blue “Submit” button.

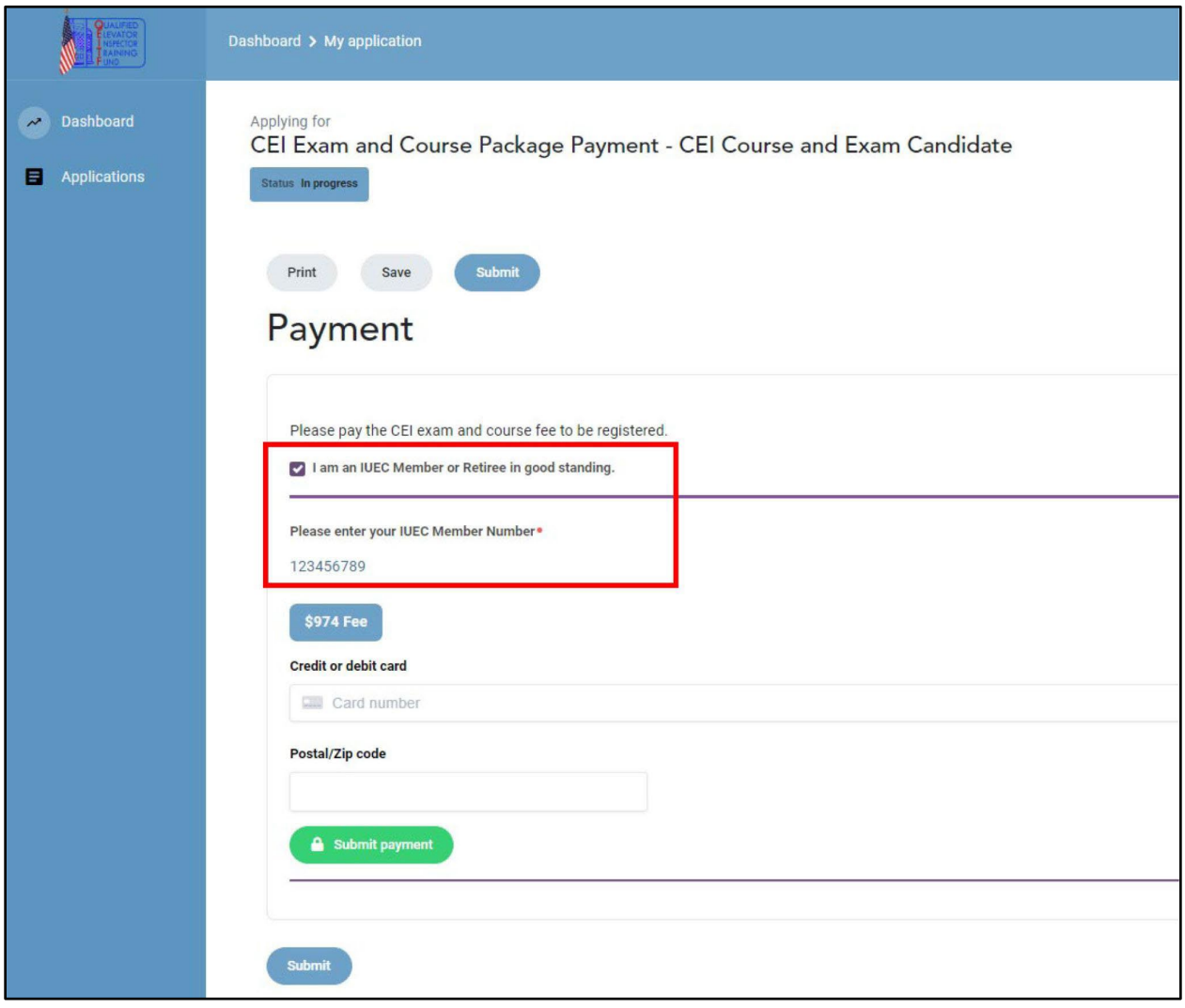


Completing payment

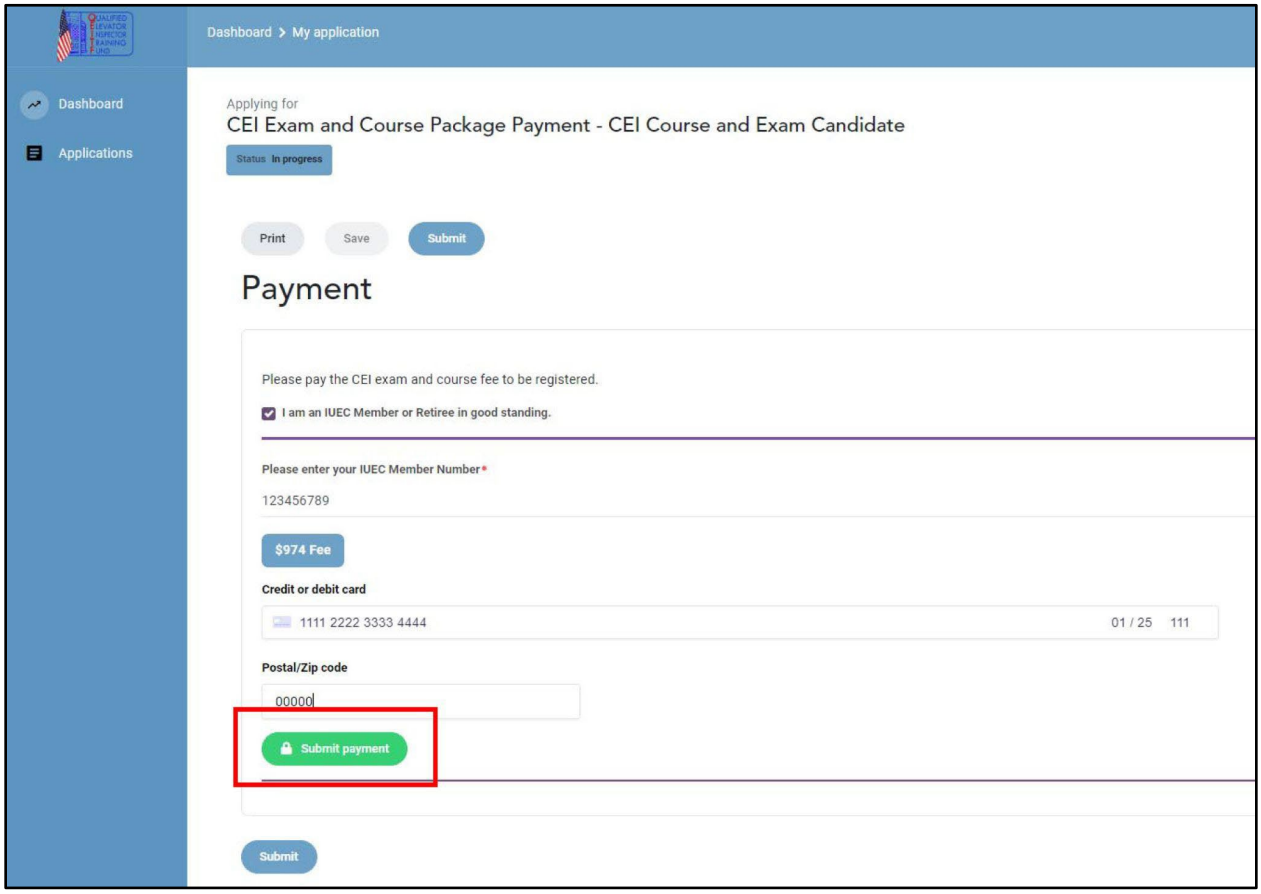
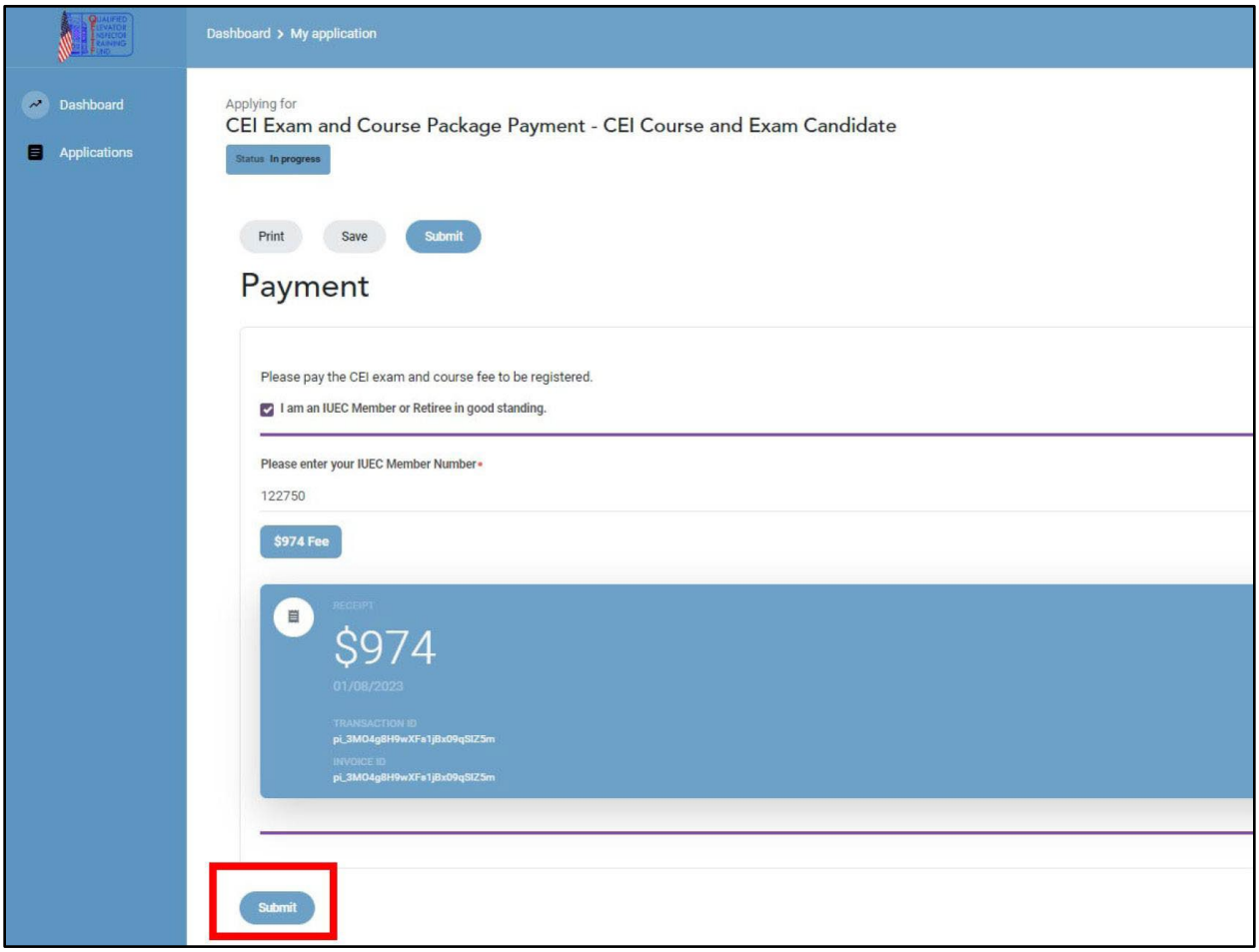
1. When your application is accepted, you will receive an email notification and will be able to pay the fee for the exam (and/or the course package). Click on “Applications” and then “My applications” to go to your applications listing. From there, click on the new “In progress” application.



2. If you are an IUEC member or retiree in good standing, click on the corresponding checkbox and enter your member number. If not, leave the checkbox blank and continue with the payment process.



3. After entering your credit card information, click on the green “Submit payment” button.



4. After the payment has been processed and the receipt has appeared, click on the blue “Submit” button to confirm and submit the payment application.